

JOB OPPORTUNITY BULLETIN

LEGISLATIVE COUNSEL BUREAU LEGISLATIVE DATA CENTER



POSITION: INFORMATION TECHNOLOGY SPECIALIST II (5DP011) (EQUIVALENT TO: SENIOR PROGRAMMER ANALYST (SPECIALIST))

JOB LOCATION: SACRAMENTO, CALIFORNIA

FINAL FILING DATE: APRIL 15, 2005

SALARY: \$5,200 - \$6,322

DUTIES AND RESPONSIBILITIES: Under the general direction of an Applications Development Manager and group leader, the incumbent acts as a lead programmer analyst, performing analysis and programming tasks on highly complex applications. Leads a small team of two or more Information Technology Specialist I's on one or more moderate to highly complex projects, and acts as a knowledge expert on the use of new technologies in the development of new applications.

WHO MAY APPLY: Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed below. Candidates do not have to be on a State list in order to apply. LDC may use this selection process for up to one year to fill other vacancies, where job-related knowledge, skills, abilities and behaviors are the same or substantially similar to this advertised position. Applications will be screened and interviews scheduled for those candidates possessing the best qualifications and experience. Please note that an Information Technology Specialist II belongs to Work Week Group (WWG) 4C. No employee in a classification assigned to WWG 4C shall have his/her salary reduced for absences of less than an entire day. However, there is also no overtime provision for a WWG 4C employee if he/she works in excess of 40 hours per week. Subject to SROA/Surplus.

HOW TO APPLY: Submit a standard state application and a resume to the Legislative Counsel Bureau Personnel Office, Attn: L. Snow, 925 L Street, Suite 900, Sacramento, CA 95814. Applications must be received in the Personnel Office by 5:00 p.m., Friday, April 15, 2005, or be postmarked by this date. Please include 5DP011 after the position title on your application and note how you heard about this position. Technical questions about the position may be directed to Carolyn Nelson at (916) 341-8760. Questions regarding how to apply may be directed to Personnel at (916) 341-8330.

MINIMUM QUALIFICATIONS: Knowledge of applications development and software engineering principles to analyze, design and construct automated solutions that meet customers' business and information systems requirements. Knowledge of object-oriented development using the JAVA programming language in a J2EE environment. Ability to think tactically and strategically to provide information technology solutions and services that meet the customers' needs and fit into the IT architecture of the Data Center. Good oral and written communications skills. Ability to accurately read and interpret system and database design documents to develop corresponding program specifications. Ability to accurately read and interpret program specifications to code programs and routines that meet the customers' business requirements. Knowledge of

testing methods and tools to ensure appropriate development of test scripts and expected test results for unit testing, system testing, integration testing, regression testing and acceptance testing. Writing skills to create professional data processing documents including, but not limited to: requirements documents, project scope documents, impact analysis reports, project status reports, business letters, Feasibility Study Reports, Requests for Proposal, procedures and system documentation. Ability to establish and maintain cooperative working relationships with others including customers, team members, peers, managers and executive staff. Demonstrated experience leading teams and projects. Ability to manage workload, prepare project plans, meet deadlines, and coordinate the work in a project team. Knowledge of project management tools and techniques.

DESIRABLE QUALIFICATIONS: Advanced-level knowledge of Jscript, Javascript or VBscript, XSL, and XML. Experience with XPath, XLink, XFT, XSLT, and DOM. Experience in User Interface design and development, event driven programming, HTML, XHTML, templates, CSS, and MS registry design. Familiarity with XML schemas and SOAP. Knowledge of XMetaL, XMLSpy, Oracle 10g, XDB, and XSL-FO. Knowledge of the hardware and software environment in use to assist in specifying hardware and software requirements for new projects. Ability to effectively conduct prototype sessions as an iterative process to define and refine requirements. Knowledge of PVCS configuration management tools, the source library and configuration management tools used by LDC to support source code integrity, manage version control and track program changes.

SELECTION INFORMATION:

The Legislative Counsel Bureau is an equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

OTHER RELATED INFORMATION

The Legislative Counsel Bureau reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

At the conclusion of a selection process, the LCB reserves the right to establish a pool of eligibles comprised of the most qualified candidates who competed in the process. This pool may be used to fill subsequent vacancies, which require substantially similar knowledge, skills, abilities and behaviors. Such pools can be used for a period not to exceed one year from the final filing date of the original selection process.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Legislative Counsel Bureau Personnel Office. The application form (Std. 678) is also available in several formats on the State Personnel Board's website at: <http://www.spb.ca.gov/employment>

THIS IS A COMPETITIVE PROCESS. If you meet the minimum qualifications stated on this bulletin, you may file for this position. Possession of the qualifications does not guarantee inclusion in the selection process. Your performance in the selection process will be compared with the performance of all others who participate in this process, and does not guarantee an appointment to the position.

Interview Scope: If an interview is conducted, in addition to the minimum and desirable qualifications described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.

California Relay Service
TDD: 1-800-735-2929
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